

**DELAWARE COMMISSION OF VETERANS AFFAIRS
MEETING MINUTES
APRIL 10, 2007**

Members Present: Morris, Ennis, Endres, Harden, Kitson, Lardizzone, Newstadt, Spitzfaden, Thompson, Wasson and Webb

Members Excused: Carroll, Lank and Timberman

Staff Present: Davila

Guests: Gail Lanouette (SOS)

The meeting opened with the Pledge of Allegiance to our Nations Flag.

Chairman opened the meeting by stating that the meeting was called to discuss issues related to the hiring process of employees for the Delaware Veterans Home.

TOPICS OF DISCUSSION

Delaware Veterans Home Employment Advertising / New State Hiring Process

Chairman Morris explained that recently new jobs being posted for the Veterans Home did not show up on the Veterans Home website until the day that the posting closed. Although there were other methods of applying for the jobs, he felt he needed to raise concerns about this development.

Ms. Lanouette outlined the circumstances contributing to the reason the jobs were not posted to the Veterans Home website sooner. She explained that the web addresses for all the Department of State agencies recently changed and a new employment system had been implemented requiring the majority of the Department of State personnel to be away in training for the new system. In addition, they were in the process of conducting interviews at the Veterans Home and were not aware of the problem, but made sure the jobs were posted as soon as they were alerted about the situation. She continued to explain how the new hiring system works and answered questions.

Commissioner Thompson questioned the validity of needing so many job positions at the Veterans Home and expressed his concerns about overstaffing. Ms. Lanouette explained the process of how the positions at the Veterans Home were determined.

Delaware Veterans Home Donations List (Draft)

Chairman Morris addressed the Veterans Home donations list. There was discussion concerning the difference between the "Veterans Home" fund and "Friends of the Delaware Veterans Home" fund and how they would be managed. There was also discussion about the difference between donated items and items on the wish list and how those items would be controlled.

**MOTION BY HARDEN TO APPROVE THE VETERANS HOME DONATION WISH LIST,
SECONDED BY NEWSTADT, MOTION CARRIED.**

Recommended Changes to the Delaware Veterans Home Policies & Procedures Manuals Other Related Issues

Chairman Morris directed the Commissioners to take home the proposed changes made to the Policies & Procedures Manuals, review them, and be prepared to discuss them at the regularly scheduled meeting on April 24, 2007. The changes that the Commission recommends will be sent to the Secretary of State with a cover letter. Mr. Davila pointed out that the changes are in synopsis form only; there are volumes of books, but these sections were extracted for review. Discussion concerning the manuals followed.

Chairman Morris discussed an assessment committee that was being formed to evaluate the residents coming onboard at the Veterans Home and asked for volunteers to sit on that committee. On April 23, 2007, 10:00 am, an initial meeting for the "Friends of the Delaware Veterans Home" Committee will be held, with a luncheon to follow. The luncheon will be for the Committee, as well as the Commissioners.

Commissioner Spitzfaden informed the Commission that the Veterans Home will start bringing in patients on May 31, 2007. Commissioner Spitzfaden wanted to address the process that was being used to pick the three patients that are being brought in and discussion followed. It was decided that more information needed to be obtained from Mr. Citron before this issue could be discussed further.

Commissioner Newstadt called for a brief Cemetery Committee meeting following the Commission meeting.

ADJOURNMENT

PURSUANT TO 29 DEL. § 10004(b), THE DELAWARE COMMISSION OF VETERANS AFFAIRS MAY MOVE INTO EXECUTIVE SESSION TO DISCUSS MATTERS WHICH MAY ARISE AT THE TIME OF THE PUBLIC BODY'S MEETING IN ACCORDANCE WITH 29 DEL., § 10004(c)(2).